

**SANDY CITY**  
**APPROVED POSITION SPECIFICATIONS**

I.     Position Title:     Amphitheater Venue Coordinator Intern

Revision Date:     3/06  
EEO Function:     Parks & Rec  
EEO Category:    Admin. Support  
Status:           Non-exempt  
Control No:       50801

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Community Events Director, coordinate events and logistical needs at the Sandy City Amphitheater.

III.    Essential Duties

- Communicate and coordinate with performing artists and/or their managers regarding their needs, i.e. ground transportation, hospitality, merchandising etc., while at the Amphitheater.
- Work with organizations renting the facility regarding scheduling and needs.
- Work closely with the Stage Manager and House Manager to coordinate events.
- Work with Sandy City Police to coordinate security needs.

IV.    Marginal Duties:

- Perform other duties as assigned.

V.     Qualifications

**Education:** High School Diploma or equivalent preferred. Current enrollment will be considered.

**Experience:** One year experience in event coordination preferred. A combination of training or like experience acceptable.

**License:** Must possess a valid Utah Driver's License.

**Knowledge of:** Theatrical and Musical event needs. Understanding of concert touring is a plus.

**Responsibility for:** Responsible to keep all events at the Amphitheater running smoothly without surprises and problems to the best extent possible.

**Communication Skills:** The position requires excellent communications skills, both written and oral and an ability and/or willingness to cooperate with others.

**Tool, Machine, Equipment Operation:** Basic computer skills in word processing, spread sheets, and email.

**Analytical Ability:** Must have the ability to coordinate multiple tasks; must be able to use independent judgement to resolve problems.

VI.    Working Conditions:

Work is performed with little supervision; some daytime, evening, weekend and work from home

required; must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.